

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
2829 Watt Avenue
P.O. Box 214405
Sacramento, California 95821-0405

CAL ARNG Regulation
No. 25-30

1 July 1991

Information Management
OFFICE COPIERS

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*This regulation supersedes CAL ARNGR 25-30 dated 9 July 1990.

CHAPTER 1

FEDERAL OFFICE COPY MACHINES

1-1. **PURPOSE.** a. The purpose of this regulation is to prescribe procedures for reporting federal copy machine usage and the method for acquiring and upgrading copy machines when justified.

b. Assigns to the Director of Administration (CAAS) the responsibility for planning and controlling the California Army National Guard Copier Management Program.

1-2. **REFERENCE.** AR 25-30.

1-3. **APPLICABILITY.** This chapter applies to all units and activities of the California Army National Guard which have leased, rented, and/or owned federal office copy machines.

1-4. **RESPONSIBILITIES.** a. The Director of Administration will:

(1) Plan and control Office Copier Management Program.

(2) Develop an on-going plan to insure office copy machine support is provided to all units and activities of the California Army National Guard where justified and within the availability of funds.

(3) Maintain annual office copier usage data on all federal office copy machines.

(4) Prepare and forward to Chief of the National Guard Bureau the Annual Copier Cost and production Report, in accordance with paragraph 11-52b, AR 25-30, to arrive in NGB not later than 30 calendar days following the end of the fiscal year.

(5) Require proper justification for the procurement of Office Copy Machines.

(6) Develop an Office Copy Machine Replacement Plan to insure adequate long range and timely budget input.

(7) Approve all requests for procurement of copy machines by endorsement or memorandum; prior to forwarding to USPFO.

(8) Approve requests for maintenance agreements, short term rental, emergency repair and movement of copy machines to a different location by signing DA Form 3953 in block, approved by Commanding Officer or his Designee.

b. USPFO will:

(1) Ensure that prior to any action pertaining to Office Copy Machines, requests are approved by the Director of Administration.

(2) Prepare and monitor Maintenance Agreements for all Federal Office Copy Machines. Insure this headquarters, ATTN: CAAS and each unit/activity is provided a copy of the current maintenance agreement.

(3) Ensure that this headquarters, ATTN: CAAS, receives a copy of all Purchase Orders pertaining to Office Copy Machines which includes purchase, lease to purchase, and/or rental.

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(4) Provide funds to support the Office/ Copy Machine Program based on funding availability and the requirements identified by the Director of Administration.

c. Units/Activities will:

(1) Control use of Office Copy Machines to eliminate unnecessary use and reduce cost.

(2) Ensure Office Copy Machine usage does not exceed the copy allocation as established by the Annual Maintenance Contract. Copies produced on Office Copy Machines will NOT exceed the copies authorized by the current Maintenance Contract. Exceeding the contract, without prior authorization and amendment of the current contract, is in effect obligating government funds without authorization and thereby violating Federal Procurement Regulations. This could result in individual(s) being required to personally reimburse the Federal Government in the amount of the over obligation.

(3) Ensure that a DA Form 3953 is completed and submitted on each federal Office Copy Machine assigned, requesting Renewal of Maintenance/Rental Agreement LAW, Appendix A, no later than 15 August annually.

(4) Ensure that the annual report of Office Copy Machine usage is completed and submitted on each federal Office Copy Machine, Appendix A.

(5) Notify this headquarters, ATTN: CAAS, immediately, in writing, when an Office Copy Machine is scheduled to be turned-in or replaced. Notification to include manufacture, model, and serial number with anticipated date of the move.

(6) Ensure office Copy Machine meter readings are furnished to the Office Copy Machine vendor when required.

1-5. **REPORTS.** An annual report of Office Copy Machine usage, is provided on the DA Form 3953 submitted for annual maintenance to this headquarters, ATTN: CAAS, no later than 15 August annually, see Appendix A. A separate report is required for each federal Office Copy Machine. This report will be used to review maintenance agreements and to make an analysis of use based on allowed copies per "group" of copier as indicated in Table 11-10 AR 25-30.

1-6. **ACQUISITION PROCEDURES.** a. Requests for Office Copy Machines, to include an up-grade of a currently assigned machine, will be submitted through channels to this headquarters, ATTN: CAAS. Requests will conform to Appendix B, this regulation, and must be accompanied with a completed DD Form 1348-6. NSN blocks will be left blank. If the request is not approved the document will be returned. If approved the request will be forwarded by CAAS to the USPFO ATTN: CAUS-SU for procurement action and the requestor notified.

b. Any required temporary increase in copy usage for an assigned machine, over the authorized copy usage indicated in the current maintenance contract, MUST have prior approval of this headquarters at least 30 days prior to the anticipated increased usage. Emergency situations, where the 30 day time frame cannot be met, will be requested by telephone to this office for consideration.

c. Requests for short term rental of copy machines will be submitted through channels to this headquarters, ATTN: CAAS in accordance with Appendix C. A DA Form 3953 will be prepared and forwarded as an enclosure to request.

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1-7. **EMERGENCY REPAIR AND MOVEMENT.** Requests for emergency repair for repairs that are not covered by a maintenance agreement and movement of copy machines to another location will be submitted on a DA Form 3953 through channels to this headquarters, ATTN: CAAS. DA Form 3953 for emergency repair may be faxed to this headquarters with concurrence of the unit's/organization's next higher headquarters.

1-8. **MOVEMENT, TURN-IN AND RECEIPT.** a. The Rental/Maintenance Agreement is based in part, upon the federal Office Copy Machine remaining in the same location (room, building, station). Therefore, federal Office Copy Machines, including rental copiers, WILL NOT be moved, either internal or external, to a different location without prior approval by this headquarters.

b. When a federal machine is planned to be turned into USPFO or returned to the Vendor, this headquarters will be notified in writing indicating the manufacture, model, serial number and the reason for the turn-in. Actual turn-in WILL NOT be accomplished without prior approval from this headquarters and USPFO (CAUS-SU). The Unit/Activity is responsible to continue submitting the annual report on the machine until the approved turn-in is accomplished at which time a final report will be completed and mailed to this headquarters. Units/Activities are cautioned not to enter into any agreement with Vendors regarding replacement of Copy Machines without prior approval from this headquarters.

c. This headquarters will be notified by the Unit/Activity when a federal office Copy Machine is received as required by the purchase order.

1-9. **DISTRIBUTION OF OFFICE COPY MACHINES.** This office will publish, at least annually, a Circular indicating current location, to include manufacture, model, serial number and "Group" of all office Copy machines assigned to the California Army National Guard. Any errors in this listing is to be reported by telephone to this headquarters, ATTN: CAAS, DSN: 466-3392 or (916) 854-3392, immediately.

1-10. **MAINTENANCE OF OFFICE COPY MACHINE.** a. Annual Maintenance Agreements for Copy Machines are based upon the Annual Renewal of Maintenance/Rental Agreement, Appendix A, submitted to this headquarters, ATTN: CAAS not later than 15 August annually.

b. A copy of the Annual Maintenance Agreement for each machine will be provided to each Unit/Activity by the USPFO. When maintenance/repair is required, the Unit/Activity POC indicated in the Annual Report (Appendix A) will contact the appropriate vendor indicated on the Maintenance Agreement, by telephone, furnishing the Vendor with required information such as current Maintenance Agreement number, manufacture, model, serial number and problem. Any maintenance or repair required that is not covered by the maintenance agreement requires the USPFO to issue a Purchase Order PRIOR to the actual maintenance or repair. Unit/Activity will obtain an estimate for required work from the Vendor and submit this estimate with a request for a Purchase Order to USPFO, ATTN: CAUS-PC. NO actual work by the Vendor will be accomplished prior to receiving the Purchase Order number from USPFO.

c. Receiving Reports (DD Form 250)

(1) The USPFO Accounts Payable Section is required to have on file a Receiving Report (DD Form 250) for the first and last billing period for all equipment items covered by a rental and maintenance agreement.

(2) All units that have federal Copy Machines must complete and send Receiving Reports (DD Form 250); one for the last billing period ending 30 September, and one for the first billing period beginning 1 October.

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(3) Receiving Reports must be forwarded to USPFO ATTN: CAUS-CA in a timely manner to ensure prompt payment. Questions regarding this report should be directed to USPFO (CAUS-CA) DSN 878-9234 or Commercial (805) 549-6200 Extension 234.

(4) A sample Receiving Report (DD Form 250) is contained in Appendix E. Only those items indicated in the sample need to be completed. (item 1, 7, 9, 13, 16, and 22).

-11. COPY MACHINE SUPPORT FOR AT, SPECIAL EXERCISES AND SHORT TERM RENTALS.

a. Request for Short-Term Office Copy Machine rental in support of Annual Training, Special Exercises, or emergency requirements, will be submitted, through channels, to this headquarters, ATTN: CAAS, in writing, a minimum of 100 days prior to the required date. For short notice emergency situations, such as the current machine is broken and cannot be repaired in time to meet a special requirement, requests may be submitted by telephone to this headquarters, ATTN: CAAS, DSN: 466-3392 or (916) 854-3392. As a minimum, request must contain the required information as indicated in Appendix C.

b. Reports. The required data from the use of rental of Office Copy Machine is indicated in Appendix C.

CHAPTER 2

STATE OFFICE COPY MACHINES

2-1. **PURPOSE.** a. The purpose of this chapter is to prescribe the procedures for reporting State Office Copy Machine usage as required by the State Administrative Manual (SAM).

b. Assigns to the Director of Administration (CAAS) the responsibility for obtaining, consolidating, and forwarding the Annual Copier Report to the Office of Support Services, Business Equipment Management, State of California Department of General Services.

2-2. **REFERENCES.** a. Section 2130 State Administrative Manual (SAM).

b. Appropriate Memorandums issued by the Office of Support Services, Business Equipment Management, State of California Department of General Services.

2-3. **APPLICABILITY.** This chapter applies to all units and activities of the California Army National Guard.

2-4. **ANNUAL REPORT.** The required Annual Report for each State Office Copy Machine will be forwarded to this headquarters, ATTN: CAAS, to arrive no later than 1 August annually. Format and information is required as indicated in Appendix D.

2-5. **MONTHLY OFFICE COPY MACHINE MAINTENANCE REPORT.** a. In accordance with Section 2130, State Administrative Manual (SAM), each activity that has a State Office Copy Machine will maintain a required monthly Office Copier Maintenance Report (Maintenance Log), Form OSD-71. These forms are available from CAAS-GF.

b. The completed Form OSD-71 will be made available by the copy machine user, to this headquarters, and to the Business Equipment Management Service of the Office of Procurement upon request.

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YOUR UIC. YOUR DODAAC. JULIAN DATE. EXPENDABLE DOCUMENT #.

| PURCHASE REQUEST AND COMMITMENT | | | | PURCHASE INSTRUMENT NO | | REQUISITION NO | | DATE | | PAGE 1 OF 1 PAGES | |
|---|--|---|--|--|--|--|--|--|--|---------------------------|--|
| For use of this form, see AR 37 108 the proponent agency is USAF AC. | | | | W8AYAA | | HG2M49 1127 0001 | | 7 May 1991 | | | |
| TO: Purchasing and Contracting Officer | | | | THRU: DTAG, CA ATTN: CAAS | | | | FROM: YOUR UNIT. (CURRENT DATE) | | | |
| It is requested that the supplies and services enumerated below or on attached list be: | | | | | | | | | | | |
| PURCHASED FOR: YOUR UNIT. | | | | DELIVERED TO: YOUR UNIT AND ADDRESS. | | | | NOT LATER THAN (Date): 1 OCT 91 | | | |
| The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item.) | | | | | | NAME AND TELEPHONE NO OF PERSON TO CALL FOR ADDITIONAL INFORMATION | | | | | |
| LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY | | REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY | | | | YOUR POINT OF CONTACT & TELEPHONE NUMBER. | | | | | |
| EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM | | | | | | Fund Certification | | | | | |
| | | | | | | The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed. | | | | | |
| ITEM DESCRIPTION OF SUPPLY OR SERVICES | | | | QUANTITY | | UNIT | | ESTIMATED | | ACCOUNTING CLASSIFICATION | |
| | | | | | | | | Unit Price | | AMOUNT | |
| | | | | | | | | 450.00 EST | | 450.00 EST | |
| 1. REQUST RENEWAL OF MAINTENANCE/RENTAL AGREEMENT FOR MAKE XEROX. MODEL 1090 SN MOB-022725 CURRENTLY ON P. O. DAHA-0491F0094. RENEW FOR ALL OF FY92. | | | | 1 | | YR | | 450.00 EST | | \$900.00 EST | |
| 2. ESTIMATED COPY USAGE IS 8,000 COPIES PER MONTH. | | | | 1 | | YR | | 450.00 EST | | 450.00 EST | |
| 3. ANNUAL METER READING: | | | | | | | | | | | |
| FUNDING WILL BE CITED BY DTAG-CAAS. | | | | | | | | | | | |
| THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE | | | | Approved by commanding officer or his designee | | | | | | | |
| RENEWAL OF MAINTENANCE/RENTAL AGREEMENT. | | | | | | | | | | | |
| DATE | | TYPED NAME AND GRADE OF INITIATING OFFICER | | SIGNATURE | | DATE | | TYPED NAME AND GRADE OF COMMANDING OFFICER OR DESIGNEE | | SIGNATURE | |
| 7 May 91 | | JOHN JONES CPT | | SIGNATURE OF INITIATING OFFICER. | | LEAVE BLANK | | LEAVE BLANK | | LEAVE BLANK | |
| | | TELEPHONE NO. (916)854-3397 | | | | | | | | | |
| DATE | | TYPED NAME AND GRADE OF SUPPLY OFFICER | | SIGNATURE | | TO BE COMPLETED BY CAAS, DTAG, CA | | | | | |

A-1

APPENDIX A

DA FORM 3953 1 AUG 78

PREVIOUS EDITIONS OF THIS FORM WILL BE USED UNTIL EXHAUSTED

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APPENDIX B

GUIDE LETTER FOR COPIER EQUIPMENT REQUEST (FEDERAL)

(UNIT/ACTIVITY LETTERHEAD)

MEMORANDUM THRU:

FOR: Office of the Adjutant General, ATTN: CAAS, P.O. Box 214405, Sacramento CA 95821-0405

SUBJECT: Request for Office Copy Machine, Federal.

1. References.
 - a. AR 25-30
 - b. CAL ARNGR 25-30
2. Background. (Provide background information identifying the condition and/or reasons leading to the request).
3. Objectives. (Briefly summarize the benefit to be achieved in the request. Explain anticipated gains in personnel time and justify the selection of above copier over comparable copiers of the same group).
4. Equipment requested:
 - a. (Recommend model, manufacture and copier group (see Table 11-10 AR 25-30 for group categories; however, final selection will be made by USPFO).
 - b. Include special features or additional accessories required with justification (e.g., two-sided copying, automatic document feeder, collating, and reduction capability).
 - c. If request is for a replacement copier, include the approval Control Number of the copier to be replaced.
 - d. The more sophisticated features required, increases the cost of the copier which will require additional evaluation by the Director of Administration, OTAG, prior to approval. Requests for these features must be fully justified.
5. Estimate of the types of material to be copied during a typical month. Include:
 - a. Description of each type.
 - b. Number of originals, by type.
 - c. Average number of copies to be made of each original.
 - d. Copy to original ratio.
 - e. Monthly estimated volume.

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APPENDIX B (continued)

6. Additional information required.
- a. Include distance from nearest copier that would satisfy existing requirement.
 - b. Give the proposed location of requested copier (include room, building number with complete mailing address).
 - c. Give the name, grade and telephone number of the individual (POC) and an Alternate, who will monitor the copy usage of the requested copier and insure all required reports are furnished in an accurate and timely manner.
 - d. Request should be accompanied with a documented DD Form 1348-6. The FSN blocks will be left blank. If request is not approved the document will be returned. If approved, the request will be forwarded by the Director of Administration to USPFO for procurement action and the requestor will be notified.

1 Encl: DD Form 1348-6

Signature Block

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APPENDIX C

REQUEST FOR SHORT-TERM COPY MACHINE SUPPORT AND REPORTS

(UNIT/ACTIVITY LETTERHEAD)

MEMORANDUM THRU:

FOR: Office of the Adjutant General, ATTN: CAAS, P.O. Box 214405, Sacramento, CA 95821-0405

SUBJECT: Request for Short-Term Copy Machine Support.

1. Request for a rental Office Copy Machine for a short-term period is required because of (include reason(s) for the request with full justification).
2. There is no other Office Copy Machine available for this requirement. A Office Copy Machine is required which will perform the following: Indicate any special feature requirements with justification; indicate the number of copies per minute that is required (see Table 11-10 AR 25-30) which will determine the group of copier required.
3. The requested copy machine is required (indicate specific and inclusive dates) and will be located (give complete address to include building and room number as well as the mailing address where copier will be operational).
4. The total number of copies to be made for the total time period indicated in paragraph 3 above is _____. Or total copies per month will be _____ for an over-all total of _____. The POC and Alternate who will monitor copy usage and insure required report(s) are furnished OTAG, ATTN: CAAS, is (fill in name, grade and telephone number where individual(s) can be reached for required data).
5. If approved, I understand that upon installation of the requested Office Copy Machine, the POC will telephone the following data to OTAG, ATTN: CAAS, DSN: 466-3392 or (916) 854-3392:
 - a. Manufacture, model and serial number of Office Copy Machine.
 - b. Office Copy Machine meter reading prior to utilization of the copier.
 - c. Information as to cost taken from the Purchase Order issued by USPFO.
6. Upon the last day of operation of the Office Copy Machine, the POC will telephone OTAG, ATTN: CAAS, and provide the final meter reading prior to the Office Copy Machine being picked up by the Vendor.

APPENDIX D

ANNUAL COPY MACHINE REPORT (STATE)

E-1. The Annual Copy Machine Report for each State Office Copy Machine will contain the following information:

- a. Brand Name (manufacture), model and serial number.
- b. Office Copy Machine meter reading at the close of business on 30 June.
- c. Location of the Office Copy Machine, to include the name of an individual (POC) with a telephone number so contact can be made if additional data is required.
- d. Comments regarding the Office Copy Machine's physical condition, change of location since last report, change of usage, and problems in general with the copier.

E-2. The above information to be furnished this headquarters, ATTN: CAAS, not later than 1 August annually.

NOTE: Special attention should be given to the requirement of maintaining Office Copier Maintenance Report (Maintenance Logs), Form OSD-71, as required by Section 2130, State Administrative Manual (SAM), and availability of the completed forms.

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(CAAS)

BY ORDER OF THE GOVERNOR:

OFFICIAL

STATE OF CALIFORNIA
OFFICIAL
JOHN D. TYRRELL
LTC (CA) OPA, CAE ARNG
Director, Office of Administration
DISTRICT
A, M

ROBERT C. THRASHER
Major General
The Adjutant General

APPENDIX E

Form approved OMB No. 0704-0163

| | | | | | | | |
|---|--|---|----------------------------|---|----------------------------|---------------|-----------|
| MATERIAL INSPECTION AND RECEIVING REPORT | | 1 PROC INSTRUMENT IDEN (CONTRACT) | | ORDER NO | 6 INVOICE | 7 PAGE | OF |
| | | Enter DAHA number from the Rental/Maintenance Contract | | | | 1 | 1 |
| 2 SHIPMENT NO | 3 DATE SHIPPED | 4 S/L | | 5 DISCOUNT TERMS | | | |
| | | TON | | | | | |
| 9 PRIME CONTRACTOR | | CODE | 10 ADMINISTERED BY | | CODE | | |
| Enter Vendor's Name and complete mailing address as shown on the Rental/Maintenance Contract | | | | | | | |
| 11 SHIPPED FROM # other than 9 | | CODE | FOB | | 12 PAYMENT WILL BE MADE BY | | |
| | | | | | CODE | | |
| 13 SHIPPED TO | | CODE | 14 MARKED FOR | | CODE | | |
| Enter Unit/Organization where the Copy Machine is assigned as indicated on the Rental/Maintenance Contract. | | | | | | | |
| 16 ITEM NO | 18 STOCK/PART NO <small>(Indicate number of shipping containers - type of container - container number)</small> | DESCRIPTION | | 17 QUANTITY * SHIP/RECD | 18 UNIT | 19 UNIT PRICE | 20 AMOUNT |
| | | Enter the following statement: "As of _____ the maintenance (enter date) service has been satisfactory". | | | | | |
| 21 PROCUREMENT QUALITY ASSURANCE | | | | 22 RECEIVER'S USE | | | |
| <input type="checkbox"/> POA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. | | <input type="checkbox"/> POA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. | | Quantities shown in column 17 were received in apparent good condition except as noted. Complete and sign in this block. | | | |
| DATE | SIGNATURE OF AUTH GOVT REP | DATE | SIGNATURE OF AUTH GOVT REP | DATE RECEIVED | SIGNATURE OF AUTH GOVT REP | | |
| TYPED NAME AND OFFICE | | TYPED NAME AND TITLE | | TYPED NAME AND OFFICE | | | |
| 23. CONTRACTOR USE ONLY | | | | * If quantity received by the Government is the same as quantity shipped, indicate by (/) mark. If different, enter actual quantity received below quantity shipped and indicate. | | | |

DD FORM 250 NOV 68
REPLACES EDITION OF 1 AUG 67 WHICH MAY BE USED